

 KENTUCKY CORRECTIONS Policies and Procedures	Policy Number	Total Pages
	3.9	3
	Date Filed	Effective Date
	September 13, 2010	January 3, 2011
Authority/References KRS 61.878, 196.035, 197.020 CPP 5.1	Subject STUDENT INTERN PLACEMENT PROCEDURE	

I. DEFINITION

“Department” is defined in KRS 196.010(3) and 197.010(3).

“DOC” means the Department of Corrections.

“Student intern” means a person enrolled in an accredited college or university in a field of study related to Corrections, who is eligible according to the Department of Corrections Division of Personnel Services and the college or university faculty for a field placement that is uncompensated with the exception of mental health interns who may be compensated as indicated in Section III(C).

II. APPLICABILITY

This policy and procedure applies to students who demonstrate an interest in the criminal justice system or in other areas of work handled by the Department of Corrections. Recognizing the need for trained staff within this agency and throughout the criminal justice system, the Kentucky Department of Corrections supports intern experiences for students as methods of training in correctional services. The Department of Corrections (DOC) may provide resources for these experiences to qualified students from accredited colleges and universities who are pursuing degrees in fields related to the work of the DOC. Student interns shall not be considered as departmental employees for any purpose, including but not limited to workers compensation and unemployment insurance. Service as a student intern shall not be construed as an offer of future employment.

III. POLICY AND PROCEDURE

- A. The Department of Corrections Division of Personnel shall be responsible for coordinating programs for any student interns.
- B. Student interns accepted for participation in the intern program shall be considered non-paid staff and under the supervision of DOC personnel.
- C. Interns selected for the mental health pre-doctoral psychology program may be compensated based on an hourly rate of pay prescribed by the Personnel Cabinet.

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- D. Students shall respect the confidential nature of client files. The names of clients being served shall not be used in oral or written communications except as it pertains to Departmental business.
- E. Research projects conducted by students for purposes other than those initiated by the Department shall comply with CPP 5.1, Research and Survey Projects.
- F. Students participate in these programs of their own volition and thereby shall assume the risks involved in working within a correctional setting.
- G. The practicum or intern experience may be terminated by the student, the college or university, or by the Department at any time for any reason. Notice shall be given by the terminating party so that other arrangements can be made if necessary.

IV. ELIGIBILITY

Priority for intern placements shall be given to undergraduate junior and senior students who:

- A. attend an accredited college or university;
- B. are pursuing a degree in fields considered to be necessary for the Department's programs and institutions; and
- C. are available for a minimum of two full days per week for one academic semester or more.
- D. maintain a GPA of 2.5 or above.

V. APPLICATION PROCEDURE

- A. All students shall provide current transcripts and make application in writing to the Division of Personnel Services. The application shall include name, address, phone number, grade point average and verification from the college or university that credit will be provided for the internship. The student shall further indicate the requested geographical location of placement, experiential needs of the student and duration of placement. If a student contacts the institution or field office directly, they shall be directed to the Division of Personnel Services.
- B. The Division of Personnel shall contact the appropriate officials to determine the availability of placement and set up an interview with the appropriate administrator.

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C. After acceptance into the program, the student shall be oriented to Department policies and procedures by his or her assigned supervisor and given a written job description. During orientation, the student intern shall read and sign the following documents:

1. Program Guidelines
2. Responsibilities
3. Waivers
4. Security and Confidentiality Agreement
5. Agreement to comply with all agency policy and procedure

VI. EVALUATIONS AND REPORTS

The Department of Corrections employee acting as the student supervisor shall be responsible for reporting the progress, difficulties, and accomplishments of the student to the responsible college or university and Division of Personnel Services.